



## CHECKLIST

### Land Use Permit Submittal Requirements

**Applicant Services Center**  
700 Fifth Avenue, Suite 2000  
P. O. Box 34019  
Seattle, WA 98124-4019  
**Phone:** (206) 684-8850  
**Hours:** M/W/F, 7:30am-5:30pm; T/Th, 10:30am-5:30pm

**Project Number:** \_\_\_\_\_ **MT Number** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project/Site Address:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**Reviewer Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** For your convenience, many of the DPD forms, Director's Rules (DR's), and Client Assistance Memos (CAM's) listed below are available on the "Publications" and "Codes" pages of our website at [www.seattle.gov/dpd](http://www.seattle.gov/dpd).

#### A. APPLICATION MATERIALS

- ☐ Evidence of authorization from the owner of the property to apply
- ☐ A signed "Financial Responsibility Form"
- ☐ Completed and notarized "No Protest Agreement" form
- ☐ Completed and notarized "Parking Covenant" form including plan with parking layout for covenant parking site and vicinity map showing covenant site is within 800' walking distance of subject site.
- ☐ SEPA checklist (5 copies)
- ☐ Building grade sheet
- ☐ 8.5" X 11" site plan (if project requires Environmental Land Use Sign)
- ☐ Critical area exemption approval (CAM 327)
- ☐ A copy of a legal building site letter
- ☐ Administrative Conditional Use application (CAM 211)
- ☐ Early Design Guidance (Attachment A, CAM 238)
- ☐ Administrative Design Review (Attachment B, CAM 238)
- ☐ Design Review with SEPA (Attachment B, CAM 238)
- ☐ Variance (form attached to CAM 210)
- ☐ Environmentally Critical Areas Exception (form attached to CAM 328)
- ☐ Rezone (form attached to CAM 228)
- ☐ Shoreline application/ J.A.R.P.A. (forms attached to CAM 209)
- ☐ Environmentally Critical Areas Administrative Conditional Use for Clustered Housing (form attached to CAM 329)
- ☐ Environmentally Critical Areas Yard and Setback Variance (form attached to CAM 330)
- ☐ Special Accommodations (form attached to CAM 239)
- ☐ Sidewalk Café (form attached to CAM 225, has plan requirements specific to this use)

**B. COVERSHEET**

- ☐ Complete sections labeled "Applicant Information" ending just above section labeled Energy Mechanical Code Compliance information

**C. ZONING DATA SHEET**

- ☐ Outline of Land Use Code sections and calculations (calculations may be provided throughout plan sheets).
- ☐ List requested Land Use Code departures sought through Design Review process.

**D. PLOT PLAN****1. General Information**

- ☐ Site address
- ☐ Full legal description (including all easements, dedications, vacations, etc.)
- ☐ King County Assessor's parcel number (APN)
- ☐ Project description
- ☐ Applicant's name, address and phone number
- ☐ Owner's name, address and phone number
- ☐ Access easements to or across the property, deed restrictions or other encumbrances restricting the use of the land
- ☐ Property lines and their dimensions
- ☐ North arrow
- ☐ Drawing scale 1/8" = 1'0" or 1/10" = 1'0"
- ☐ Vicinity map
- ☐ Zoning and use of adjacent properties
- ☐ Show location, size and species (common name) of all trees on site, greater than 6" diameter measured 4 ½ feet above the ground (required for new development on vacant land)

**2. Street and Alley Information**

- ☐ Identify adjacent streets and alleys (by name if applicable)
- ☐ Show and dimension the following items, both existing and proposed:
- ☐ Right-of-way widths
  - ☐ Roadway width (state conditions, i.e. gravel, asphalt, concrete, etc.)
  - ☐ Sidewalk widths or specify "no sidewalk"
  - ☐ Planting strip width
  - ☐ Street trees (species and diameter measured 4 ½ feet above the ground)
  - ☐ Curb width and height or specify "no curbs"
  - ☐ Alley width (state condition i.e. gravel, asphalt, concrete, etc.)
  - ☐ Location and width of curbcuts (label existing or proposed)
  - ☐ Location of street trees (species and diameter)

**3. Utility Information**

- ☐ Location of utilities:
- ☐ Storm drains, catch basins, water mains and meters, fire hydrants
  - ☐ On site water disposal systems and/or detention systems
  - ☐ Sanitary and/or combined sewers
  - ☐ Power, streetlight, signal and transit poles
  - ☐ All other elements between the pavement edge and the property line (i.e. side sewers, electrical ducts, bus zones, street signs, conduits, etc.)
  - ☐ Any above ground utilities on the site

**4. Building Information**

- ☐ Location, size, shape and dimensions of all existing and proposed structures
- ☐ Indicate structures to be removed
- ☐ Location and dimensions of all existing and proposed parking areas
- ☐ Dimensions from all buildings to property lines and other buildings
- ☐ Dimension roof overhangs, porches, deck, stairs, bay windows and other architectural overhangs
- ☐ Provide spot elevation of the centerline of the driveway at the property line
- ☐ Provide existing and finished grade elevation information at all building corners
- ☐ Provide height information (Sec. 23.86.006 and CAM 220):
  - ☐ Stop of plate elevation relative to grad information
  - ☐ Top of flat or pitched roof elevation relative to grade information
  - ☐ Elevation of any rooftop features
- ☐ Provide slope bonus calculation (CAM 220 Figure E)\*
- ☐ Lot area and lot coverage calculation (if nearing maximum permitted coverage, a running total is required)\*
- ☐ Front yard averaging calculation (SEC. 23.44.014A1 and 23.86.010B)\*

**5. Additional Plot Plan Information: (only required if your project is in a SHORELINE OVERLAY DISTRICT)**

- ☐ State Section/Township/Range
- ☐ Name of adjacent water body
- ☐ Pierhead line
- ☐ Outer Harbor Line
- ☐ Construction Limit Line
- ☐ Name of the designated shoreline environment and the location of the line defining the 200' boundary of the environment
- ☐ Dredging or fill, composition and volume of extracted or filled materials and proposed disposal site
- ☐ Residential and deck setback lines (DR 4-89)
- ☐ If the project includes a new pier:
  - ☐ Dimension length and width of pier, finger pier and distance to property line
  - ☐ Depth of water at end of pier from ordinary high water if fresh water or mean lower low water in tidal waters (see Sec 23.60.926 and 23.60.930 for definition of ordinary high water and mean lower low water)

**5. Additional Plot Plan Information (continued):**

- ☐ Location of adjacent piers within 200 yards
- ☐ Show existing grade elevations at the midpoint of each exterior wall based on data found on topographic survey
- ☐ Provide shoreline height calculations (Sec 23.60.952)\*

**E. CERTIFIED SURVEY BY A STATE OF WASHINGTON LICENSED PROFESSIONAL LAND SURVEYOR**

- ☐ Site survey with all property lines identified based on legal description
- ☐ Site survey showing all existing street improvements and existing improvements on site
- ☐ If building is within two (2) feet of the maximum height limit or using a sloped lot height bonus, a survey at two (2) foot contour intervals stamped by a Washington State licensed surveyor is required (CAM 220)
- ☐ If your project is in an environmentally critical area a survey meeting CAM 103B is required
- ☐ Survey of front yard setbacks of adjacent residences ( Sec 23.44.010A1 and 23.86.010B)

**F. ELEVATION DRAWINGS**

- ☐ Indicate North/South/East/West perspectives
- ☐ Drawing scale  $\frac{1}{4}" = 1'$
- ☐ Indicate pitch of roof
- ☐ Clearly distinguish between existing and proposed structures/additions
- ☐ Show and label lines of existing and finished grades and provide elevations of each relative to the existing grade contour information
- ☐ Show and label elevations at top of exterior wall plate or top of roof (depending on whether the structure has a flat or pitched roof), and top of any rooftop features. Elevation information will need to be relative to the existing grade contour information
- ☐ Dimension height from existing or finished grade whichever is lowest to top of plate, top of roof and all rooftop features on all elevation drawings
- ☐ If project is in a Shoreline environment:
  - ☐ Show and label average grade line
  - ☐ Dimension height from average grade to top of plate, top of roof and all rooftop features on all elevation drawings

**G. FLOOR PLANS**

- ☐ North arrow
- ☐ Drawing scale  $\frac{1}{4}" = 1'$
- ☐ Provide a dimension floor plans for plan drawing for each floor (if floors are identical, label as typical)
- ☐ Provide interior dimensions (inside surface of exterior walls) of floor plans for existing and proposed structures
- ☐ Indicate the proposed use of all spaces on each floor
- ☐ Specify area of work
- ☐ Label existing structure and "addition"
- ☐ Provide elevation of finished floor of garage levels

**H. PARKING AND ACCESS PLAN** (may be provided on plot plan)

- ☐ Provide parking calculations for the quantity of required spaces (Sec 23.54.015)\*
- ☐ Provide overall percentages of small, medium and large parking stalls
- ☐ Provide dimensions of aisle width, parking spaces, curbcuts and driveway width
- ☐ Show location and dimension of site triangle

**I. OPEN SPACE PLANS** (may be provided on plot plan or landscaping plan)

- ☐ Provide open space calculations \*
- ☐ Dimension proposed open space

**J. LANDSCAPE PLAN** (See also CAM 234 and DR 13-92)

- ☐ Provide landscaping calculations including:
  - ☐ Required landscape area
  - ☐ Number of trees, number of shrubs and quantity of ground cover required
  - ☐ Both common and botanical names of all plant material
  - ☐ Show location, size and species of any plantings to be retained. Indicate how the plants will be protected during demolition and/or construction
  - ☐ Parking lots and all other required landscaped areas: dimensions of tree planting area and vehicle stops
  - ☐ Rooftop or container landscaping: provide a schematic irrigation and drainage plan and provide size and depth of plant containers
  - ☐ Street trees: width of planting strip, existing utility lines, poles or meters, any structures located within the planting strip and species and diameter of proposed trees

**L. SECTION**

- ☐ Provide a driveway section showing driveway slope including crest and sag (Sec 23.54.030C)
- ☐ Provide a section showing parking aisle slope (Sec 23.54.030E4)
- ☐ Provide a section showing \_\_\_\_\_

**M. OTHER TECHNICAL INFORMATION**

- ☐ Wetlands Report
- ☐ Geotechnical Report (DR 3-93)
- ☐ Biological Assessment
- ☐ Wildlife Assessment
- ☐ TRAO (CAM 609)
- ☐ Date of construction
- ☐ Name of architect or builder
- ☐ Photos of exterior of building (if 50 or more years old)
- ☐ Certificates of Approval from Department of Neighborhoods
- ☐ View analysis for scenic routes/corridors
- ☐ Traffic study

**M. OTHER TECHNICAL INFORMATION** (continued)

- ☐ Transportation plan
- ☐ Parking demand study
- ☐ Energy consumption (DR 3-87)
- ☐ EIS
- ☐ Applicant's Statement of FCC Compliance for Personal Wireless Service Facilities

**N. ADDITIONAL ITEMS**

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

***This checklist is intended to help streamline the application process by identifying items it is likely we will need in order to review a proposal. We cannot guarantee that an application will be considered "complete" if all items that are checked are provided. It is possible that additional materials will be identified at the screening appointment or subsequently that we need to receive in order to properly evaluate a proposal.***

**NOTE:** For your convenience, many of the DPD forms, Director's Rules (DR's) and Client Assistance Memos (CAM's) listed above are available on the "Publication" and Codes" pages of our website at [www.seattle.gov/dpd](http://www.seattle.gov/dpd).